



**OFFICIAL ACTIONS OF THE ADDISON
PLANNING AND ZONING COMMISSION**

March 15, 2016

6:00 P.M. – Council Chambers

Addison Town Hall, 5300 Belt Line Road Dallas, TX 75254

Present: Jason Ennis, Stacey Griggs, Debra Morgan, Skip Robbins, Jim Robinson, Tom Schaeffer, Randy Smith

Absent: None

Chairman Robbins called the meeting to order at 6:00pm.

1. Discuss and take action regarding the selection of a chairman and vice-chairman for the Planning and Zoning Commission.

Commissioner Robinson nominated Commissioner Robbins as Chairman. Commissioner Griggs seconded the nomination.

Voting in Favor of Commissioner Robbins: Ennis, Griggs, Morgan, Robbins, Robinson, Schaeffer, Smith

Commissioner Robbins was elected Chairman.

Commissioner Robbins nominated Commissioner Robinson as Vice-Chairman. Commissioner Schaeffer seconded the nomination.

Commissioner Smith nominated Commissioner Morgan as Vice-Chairman. Commissioner Ennis seconded the nomination.

Voting in Favor of Commissioner Robinson: Robbins, Schaeffer
Voting in Favor of Commissioner Morgan: Ennis, Griggs, Morgan, Robinson, Smith

Commissioner Morgan was elected Vice-Chairman.

2. Discuss and take action regarding approval of the minutes of the December 15, 2015 meeting.

Commissioner Smith moved to approve the minutes of the December 15, 2015 meeting with no corrections. Commissioner Robinson seconded.

Voting Aye: Griggs, Ennis, Morgan, Robbins, Robinson, Schaeffer, Smith

Voting Nay: None
Absent: None

Motion passed.

3. Discuss and take action regarding approval of the minutes of the January 5, 2016 meeting.

Commissioner Griggs moved to approve the minutes of the January 5, 2016 meeting with no corrections. Commissioner Ennis seconded.

Voting Aye: Griggs, Ennis, Morgan, Robbins, Robinson, Schaeffer, Smith
Voting Nay: None
Absent: None

Motion passed.

4. **PUBLIC HEARING** Case 1730-Z/Town of Addison. Public hearing, discussion, and take action on a recommendation for an ordinance amending various sections of the Code of Ordinances in order to revise the terms for existing and future members of the Planning and Zoning Commission and Board of Adjustment in order to align terms in accordance with recently adopted City Council policy regarding the Boards and Commissions appointment process.

Charles Goff, Assistant Director of Development Services and Planning, presented the staff report and answered questions from the Commission

Chairman Robbins opened the meeting as a public hearing.

SPEAKERS AT THE PUBLIC HEARING:

For: none
On: none
Against: none

Chairman Robbins closed the public hearing.

Commissioner Morgan moved to recommend approval of an ordinance amending various sections of the Code of Ordinances in order to revise the terms for existing and future members of the Planning and Zoning Commission and Board of Adjustment in order to align terms in accordance with recently adopted City Council policy regarding the Boards and Commissions appointment process. Commissioner Griggs seconded the motion.

Voting Aye: Ennis, Griggs, Morgan, Robbins, Robinson, Schaeffer, Smith
Voting Nay: none
Absent: none

Motion passed.

- 5. PUBLIC HEARING** Case 1731-Z/Town of Addison. Public hearing, discussion, and take action on a recommendation for an ordinance amending various sections of Appendix B – Subdivisions in order to grant the Planning and Zoning Commission final plat approval authority.

Charles Goff, Assistant Director of Development Services and Planning, presented the staff report and answered questions from the Commission

Chairman Robbins opened the meeting as a public hearing.

SPEAKERS AT THE PUBLIC HEARING:

For: none
On: none
Against: none

Chairman Robbins closed the public hearing.

Commissioner Griggs moved to recommend approval of an ordinance amending various sections of Appendix – B Subdivisions in order to grant the Planning and Zoning Commission final plat approval authority. Commissioner Ennis seconded the motion.

Voting Aye: Ennis, Griggs, Morgan, Robbins, Robinson, Schaeffer, Smith
Voting Nay: none
Absent: none

Motion passed.

- 6. PUBLIC HEARING** Case 1732-Z/Town of Addison. Public hearing, discussion, and take action on a recommendation for an ordinance amending various sections of Appendix A – Zoning and Appendix B – Subdivisions in order to delete sections pertaining to administrative fees.

Charles Goff, Assistant Director of Development Services and Planning, presented the staff report and answered questions from the Commission

Chairman Robbins opened the meeting as a public hearing.

SPEAKERS AT THE PUBLIC HEARING:

For: none
On: none
Against: none

Chairman Robbins closed the public hearing.

Commissioner Robinson moved to recommend approval of an ordinance amending various sections of Appendix A – Zoning and Appendix B – Subdivisions in order to delete sections pertaining to administrative fees. Commissioner Smith seconded the motion.

Voting Aye: Ennis, Griggs, Morgan, Robbins, Robinson, Schaeffer, Smith
Voting Nay: none
Absent: none

Motion passed.

- 7. PUBLIC HEARING** Case 1733-Z/Town of Addison. Public hearing, discussion, and take action on a recommendation for an ordinance moving landscape regulations from Appendix A – Zoning, Article XXI to a new Article VI in Chapter 34 (Environment) of the Code of Ordinances.

Charles Goff, Assistant Director of Development Services and Planning, presented the staff report and answered questions from the Commission

Chairman Robbins opened the meeting as a public hearing.

SPEAKERS AT THE PUBLIC HEARING:

For: none
On: none
Against: none

Chairman Robbins closed the public hearing.

Commissioner Griggs moved to recommend approval of an ordinance moving landscape regulations from Appendix A – Zoning, Article XXI to a new Article VI in Chapter 34 (Environment) of the Code of Ordinances. Commissioner Ennis seconded the motion.

Voting Aye: Ennis, Griggs, Morgan, Robbins, Robinson, Schaeffer, Smith
Voting Nay: none
Absent: none

Motion passed.

WORK SESSION

1. Announcements and acknowledgements regarding Town and Planning and Zoning events and activities.
2. Discussion regarding process and procedural improvements when considered cases before the Planning and Zoning Commission.

3. Discussion regarding new commissioner training and orientation manual.
4. Discussion regarding the work session/tour schedule and time.

Meeting Adjourned